

KENTUCKY WEB DATA FILE GUIDE

Below are instructions for making changes to the Web Data File (www.agsschool.com):

OPENING LOCATIONS

In order to open sub locations (such as classrooms), single click on the folder icon, next to the location name, to view all locations under the current location. This means that if you log in and see AAAKiley School and you single click the folder icon next to AAAKiley School, you will see all the classrooms under AAAKiley School.

STUDENT CHANGES

In order to see the students that are in your classrooms you need to do the following: Double-click on the name of the location in which the students you wish to view are located. Then click on the find button. This will show the first five students in the class unless you change the number in the limit row field.

- **Deleting Students** – Schools are NOT able to delete students. You will need to contact an admin user in order to delete a student.
- **Adding Students** – You can add a new student when you're in the Playground, District/School, or a Classroom. At the bottom of playground, district/school, or classroom screen there are blank boxes to enter student information. Fill in the student's information including attributes. Click ADD. This student has now been added to the location you are currently in.

I recommend creating new students in their appropriate classroom. Then you won't need to move them to their classroom.

- **A Student's grade level in the database is equal to the level of instruction they are receiving.**
Example: A First Grade student getting Kindergarten instruction would take the Level K test, and that student would be marked as a Kindergarten student in the web data file.
- **Updating Student Information** – Locate the student in the classroom, playground, or office. Click on the student's name. Modify the student's information when it shows up at the bottom of the page. Click SAVE. To highlight more than one attribute, hold down the control (Ctrl) key and click on each attribute, while holding down the Ctrl key.
- **Error** – If you experience an error stating that this is a duplicate student it will inform you that if you click yes, it will move the student to your current location and update the student with the information that you entered for them.

CLASSROOM CHANGES

- **Opening a Classroom** – To open a classroom double click on the classroom name.
- **Changing a Class Name** – To change a class name, click on the class, then click on file and edit location.
- **Adding a Class** – Click once on your school. Go to File and then click on New Classroom. A New Location box will come up. Type in the class name and select OK. The class name consists of last name of the teacher followed by Class. You do not need to enter a location id or the program name.
- **Deleting a Class** – Click once on the class you would like to delete. Go to File and then Delete Classroom.
- **Adding a Student to a Class** – You can add a student to a new or already existing class. To add a student to a class locate the student click once on the student and then open up the classroom into which you want to move the student and click on file and move selected student here. If you want to move more than one student at a time, hold down the control (Ctrl) key and click on each student's name that you want to move, then follow the steps above for moving a student to a Class.
- **Moving a Student From One Class to Another** – First open the class that the student is currently in, find the student that you wish to move, and click on the student name. Then open the class you would like to place the student in. In classroom that you want the student in, click on file and move selected student here.

CONTACT INFORMATION

- **Forget Your Password?** – Contact Kiley Whitaker at 502-564-7056
- **Need to Request a Login and Password?** – Contact Kiley Whitaker at 502-564-7056
- **Questions Regarding the Web Data File** - Contact Kiley Whitaker at 502-564-7056 or Cherelyn Werre 800-336-3426 x 6028
- **Admin Users** – Contact Kiley Whitaker at 502-564-7056 or Cherelyn Werre 800-336-3426 x6028